



# **Ministry of Social Integration, Social Security and National Solidarity**

(Social Security and National Solidarity Division)

## **Bidding Document for**

***Renting of Office Space in the Region of  
Quatre Bornes, La Louise, St Jean, Belle Rose,  
Palma, Bassin, Candos or Morc. St Jean to  
accommodate Quatre Bornes Social Security Office***

**Procurement Ref No:**

**MSS/ONB 04/2022-2023**

## **OFFICE SPACE FOR RENT**

The **Ministry of Social Integration, Social Security and National Solidarity**, (Social Security and National Solidarity Division) intends to rent Office Space in the range of **80 m<sup>2</sup> to 100 m<sup>2</sup>** to accommodate the **Quatre Bornes Social Security Office** for a period of **2 years** as from the date of taking over of the building and which will be renewable on mutual agreement.

**Bidders who possess Office Space which are more than 100 m<sup>2</sup> may take part in the bidding exercise, but are reminded that this Ministry will pay for office space up to 100 m<sup>2</sup> which is its maximum requirement. Offers for Office Space which are less than 80 m<sup>2</sup> will not be considered.**

The proposed office space/building should be on the **ground floor** and of reinforced concrete, as more fully detailed in the Technical Requirement. However, availability of part of the office space to be used for office and administration on the first floor may be considered (at least 60% of office space required should be on ground floor) and should allow for the flexibility of re-organizing the space to meet the Ministry's requirements.

The building should be in the region of **Quatre Bornes, La Louise, St Jean, Belle Rose, Palma, Bassin, Candos or Morc. St Jean** where public bus transport is easily available, with easy access by the public, **must be disabled-friendly**, easy access for vehicles, have toilet facilities, waiting area, essential amenities such as water, telephone, electricity and power points.

Successful bidders shall hand over the office space complete with all amenities and partitioning works to meet the lessee's requirements **within three months, after the award of contract.**

## **General Terms and Conditions Applicable to the Bidding Process**

### **1. Rights of Public Body**

The **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) shall have the rights to (a) request clarifications at time of evaluating quotations and (b) reject any quotation. The **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) shall not be bound to accept the lowest or any quotation.

### **2. Prices**

The monthly rental fee quoted shall be **subject to the concurrence of the Valuation Department** and shall be firm throughout the contract period and inclusive of VAT and any other prevailing taxes and charges payable by the building owner.

### **3. The Contract**

The Letter of Acceptance together with this Quotation form shall constitute the contract between the **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) and the Lessor.

### **4. Employer**

The **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) inviting the Quotation is the Lessee for the purpose of entering into contract with the successful bidder referred hereto as Lessor.

### **5. Project Manager**

The Project Manager is the person appointed by the Lessee responsible for supervising the execution of the services and administering the contract.

### **6. Advanced payment**

Advance payment is not applicable.

### **7. Payment**

The Lessee undertakes to effect payment by the **10<sup>th</sup>** day of the following month at latest.

### **8. Eligibility of Bidders**

Bidders should prove themselves to be owner of the building and overall premises and duly authorized to enter into a lease agreement with a third party. Bidders should submit evidence of their ownership of the premises and layout of their premises indicating the useable space.

### **9. Validity of Quotation**

The quotation validity period shall be **90 days** as from the date of submission deadline.

### **10. Clarification of Quotation form**

For any clarification of the quotation form, Bidders may contact **Mr M. Kisto, Ag. Manager, Procurement & Supply** at the **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) in

writing or by calling on **207 1438** during office hours **at least 7 days** prior to closing date for submission.

**11. Amendment of Quotation Form**

Before the deadline for submission of quotation, the **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) may modify the quotation form by issuing addenda. Any addendum issued shall be communicated in writing to everyone having obtained the Bid Documents.

**12. Sealing and Marking of Bids**

Bidders should fill in the attached form(s) as applicable and attach all relevant documents such as evidence of ownership, layout plan of the proposed office space, site plan etc.

Bids should be sealed in a single envelope, clearly marked “**MSS/ONB 04/2022-2023**” and addressed to: **Procurement Committee, Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division), **Level 12, Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard Streets, Port Louis.**

**13. Submission of Bids**

Bids should be deposited in the Bid Box located at **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division), **Level 12, Renganaden Seeneevassen Building, Cnr Jules Koenig & Maillard Streets, Port Louis** not later than **Wednesday 03 August 2022 up to 13 30 hours (local time) at latest.**

*Bid in envelopes that cannot be inserted in the Bid Box due to their size, should be submitted to the Officer in Charge of Registry at the address mentioned above by the same date and time.*

*Late submissions will be rejected and shall be returned unopened to the bidder concerned.*

*Bids received by fax or e-mail will not be considered.*

**14. Opening of Bids**

Bids will be opened in the Conference Room located at **Level 13, Renganaden Seeneevassen Building** by the **Procurement Committee** of the **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) on the same day at **13 45 hours.**

Bidders or their representative may attend the Bid Opening, if they choose to do so.

## Evaluation Methodology

- (a) After receiving the quotations, premises offered will be visited by the Bid Evaluation Committee to identify those premises that meet the specified requirements.
- (b) Proposals that are completely out in satisfying the general requirements will be rejected.
- (c) Proposals satisfying the general requirements and specified details requirements, and those that meet the general requirements and may be made to satisfy the detailed requirements will be retained for further evaluations.
- (d) Requirements shall be subject to an evaluation based on a marking system as defined hereunder:

Table of Rating Factors for Lease of Real Estate - Marking for technical merit (Tm):

	<i>Rating Factors</i>	<i>Weight (%)</i>	<i>Rating</i>
<b>I</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Topography and Drainage	(25)	
	3. Parking space	(10)	
	4. Other added amenities	(15)	
		(100)	
<b>II</b>	<b>Neighbourhood Data</b>		
	1. Sanitation and health condition	(45)	
	2. Adverse influence	(25)	
	3. Police and fire station	(30)	
		(100)	
<b>III</b>	<b>Real Estate</b>		
	1. Structural condition	(40)	
	2. Functionality		
	a. Module	(7)	
	b. Room arrangement	(7)	
	c. Circulation	(8)	
	d. Light and ventilation (with Air conditioner)	(8)	
	e. Space requirements	(7)	
	3. Facilities		
	a. Water supply and toilet	(8)	
	b. Lighting system	(8)	
	c. Fire escapes	(7)	
		100	

	Rating Factors	Weight (%)	Rating
	<b>Location and Site Condition</b>	× (.25) =	
	<b>II. Neighborhood Data</b>	× (.25) =	
	<b>III. Real estate</b>	× (.50) =	
	Factor Value		

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples.

**Marking for Financial Merit (Fm) :**

	Rating Factors	Weight (%)	Rating
	I. Rental of Office Space (monthly)	100	

The lowest rental rate shall obtain the maximum mark **100** whilst the others shall be allocated marks inversely proportional of the lowest rental to the quoted rental.

$$\text{Total Marking} = (0.3 \times Tm) + (0.7 \times Fm)$$

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples.

- (e) The proposal having obtained the highest mark shall be retained for award of contract, **subject to the Government Evaluation Office confirming the reasonableness of the quoted rate.** In case the quoted rate is substantially high the **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) may choose to negotiate with the highest ranked bidder or choose to consider the second ranked bidder and so on and so forth until a deal is reached or decide to re-invite bids.

## **Technical Requirements Form**

- (a) Office space in the range of approximately **80 m<sup>2</sup>** to **100 m<sup>2</sup>** including mess room, toilet facilities and main circulation area to accommodate **Quatre Bornes Social Security Office** in the region of **Quatre Bornes, La Louise, St Jean, Belle Rose, Palma, Bassin, Candos or Morc. St Jean**.
- (b) Offers for Office Space which are **more than 100 m<sup>2</sup> will be considered**. However, the Ministry will pay for office space **up to 100 m<sup>2</sup> only which is the maximum requirement**. Offers for Office Space which are **less than 80 m<sup>2</sup> will not be considered**.
- (c) The office space/building should be in the region of **Quatre Bornes, La Louise, St Jean, Belle Rose, Palma, Bassin, Candos or Morc. St Jean** where public bus transport is easily available. The building should have easy access to public and easy access for vehicles. Building **should be user friendly/easy access to people with disabilities and elder persons** in conformity with Standard Building Registration and Health and Safety Regulations.
- (d) **Partitioning works to meet the lessee's requirements shall have to be carried out after award of contract and all costs shall be borne by the lessor. Bidders are kindly requested to consider this clause while submitting their bids.**
- (e) Building should be of reinforced concrete with security and emergency exits in conformity with the Health, Safety and Welfare Act and to the requirement of the Mauritius Fire & Rescue Service.
- (f) The office space should be on the **ground floor**. However, availability of part of the office space to be used for office and administration on the first floor may be considered (at least 60% of office space required should be on ground floor) and should allow for the flexibility of re-organizing the space to meet the Ministry's requirements.
- (g) Openings should be fitted with burglarproof reinforcement and should withstand cyclonic winds. The office space should be insulated against flooding.
- (h) The premises should be provided with essential amenities, such as partitioning, electricity, electrical lightings and power points, telephone, water supply and water storage facilities. Single phase electricity supply and electrical installation to MS 63 with proper earthing, inclusive of 40 mA CB and 30 mA ELCB on all sub-circuits.
- (i) Building should be provided with emergency fire exit doors to satisfy the requirement of Mauritius Fire & Rescue Service and also satisfy Occupational Health and Safety requirements.
- (j) **Clearances:** Clearances from the Police Department, Mauritius Fire & Rescue Service, the Occupational Health and Safety of the Ministry of Health & Wellness, the Traffic Management and Road Safety Unit, Energy Service Division, the Valuation Department and the Ministry of Public Infrastructure will be sought by the Ministry to ensure suitability of the premises of the responsive bidder, prior to award of contract.
- (k) Two toilets with wash hand basins (one male and one female).
- (l) The other areas such as toilet and mess room should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (m) Building to be centrally located with easy facilities of public transport.
- (n) There should be adequate natural lightings through glazed openings.
- (o) Parking facilities for at **least two (2) vehicles** to be provided.
- (p) Building to be accommodated with a water tank of capacity 1500 litres + Pump
- (q) Provision should be made for curtains/blinds.
- (r) Rent shall be exclusive of utility bills.
- (s) The building should be freshly painted.

### Indicative Accommodation Schedule of Offices

<i>Sr No</i>	<i>Office Space – Room Needed</i>	<i>Qty</i>
<b>1.</b>	<b>Waiting Room</b>	<b>1</b>
<b>2.</b>	<b>Office Rooms</b>	<b>3</b>
<b>3.</b>	<b>Kitchenette / Mess</b>	<b>1</b>
<b>4.</b>	<b>Toilet for Staff</b> <i>(1 Male &amp; 1 Female)</i>	<b>2</b>
<b>5.</b>	<b>Parking Space for vehicles</b>	<b>2</b>

**Total Area Required with for 80 - 100 m<sup>2</sup>**

**NOTE:**

- (a) The above list is only indicative at this stage. Proposed detailed office plan layouts including partitioning, air conditioning, data points and electrical points to be submitted together with the bids. Appropriate and agreed partitioning, data points and electrical points will have to be carried out after award of contract. Bidders may propose office layout, but final decision on layout rest with the Ministry.
- (b) The Office space should be handed over with all specified **amenities and partitioning works to meet the lessee's requirements within Three (3) months or earlier after the award of the contract.**
- (c) Unless terminated earlier by this **Ministry**, the duration of the contract shall be **for a period of two (2) years from the date of taking over and renewable on mutual agreement.**



## Bidder's Proposal Form - Office Space

Procurement Reference No: MSS/ONB 04/2022-2023

Date: 04 July 2022

**To: Permanent Secretary, Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division), Renganaden Seeneevassen Building, Port Louis.**

Sr No	Particulars	Required	Proposed (Complete/Tick as appropriate)	Bidder's Remarks (Options/Alternatives)
1.	Area of Office Space <b>including</b> kitchen, toilet facilities and main circulation area i.e., lobby.	<b>80 m<sup>2</sup> to 100 m<sup>2</sup></b> (square meters)	.... square meters (State exact area proposed)	
2.	Availability of Office space	<b>as from three months after the award of contract</b>	YES NO	
3.	Building	From nearest public bus stop or bus station.	YES NO	
		Easy access to Public	YES NO	
		Easy access for Vehicles	YES NO	
		Concrete Building with Security and Emergency Exits	YES NO	
		Painted	YES NO	
		Openings fitted with Burglarproof	YES NO	
4.	Utilities	Power Points and Lightings	YES NO	
		Water	YES NO	
		Fully Air Conditioned Rooms, otherwise number to be stated	YES NO	
		Water Tank of Capacity <b>1500 litres</b>	YES NO	
		Fire Extinguishers & Safety Signs	YES NO	
5.	Facilities	Two toilets with wash hand basins for staff	YES NO	
		Kitchen	YES NO	
		Parking facilities for 2 vehicles	YES NO	

I, the undersigned, duly authorized to enter into a lease agreement, declare having read all the terms and conditions of this Request for Quotation, subscribe to them without reservation, and undertake to make available my premises to the **Ministry of Social Integration, Social Security and National Solidarity** (Social Security and National Solidarity Division) for occupation, within 3 months after award, complete with all amenities to the satisfaction of **the Project Manager appointed by this Ministry** at the monthly rate of Rs. ....  
..... (VAT applicable/not applicable)\*.

**Name of Bidder:** .....

**Residential Address:** .....

.....

**Address of Proposed Building:**

.....

.....

**Tel. No. :** (Home)..... **Mobile :** ..... **Office :** .....

**Date:** .....

**Signature:** .....

\* Strike as appropriate

## BID CHECKLIST SCHEDULE

**Procurement Reference No.: MSS/ONB 04/2022-2023**

<b>Description</b>	<b>Attached</b> <i>(please tick if submitted and cross if not)</i>
Bidder's Proposal Form duly completed and signed	
Site Plan and Drawings for the Proposed Office Space	
Evidence of Ownership	

**Disclaimer:** *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*